

## Appendix D

### The Free Look for CM/ECF Registered Participants

Registered participants in CM/ECF receive one free electronic copy (Notice of Electronic Filing) for all filed documents. This provision allows one electronic copy of the document free of charge, which can then be printed or saved to the registered participant's own computer or network to avoid future access or copying costs.

In order to receive the Notice of Electronic Filing, an e-mail account will need to be established. Our recommendation is a separate e-mail account dedicated to ECF. You may also set up folders within your e-mail address to separate the notices from your other email messages. This way, your primary e-mail address will not fill up so quickly with Notices of Electronic Filing.

Once you become a registered participant, you will be given the option to receive your Notice of Electronic Filing at the time a docket entry is made in cases you represent. You may also elect to receive a Daily Summary which summarizes all cases in one e-mail as oppose to receiving several e-mails in your cases. The Daily Summary is generated around 12:00am (midnight) each day and will be sent out electronically shortly thereafter. Included in the Daily Summary is the Voluntary/Involuntary Petition documents and the BNC notice of Certificate of Mailing which will provide a *free look* at these documents.

#### **Documents Filed by Other Registered Participants who are Party to the Case or by Court Staff:**

Registered participants receive an e-mail from BKECF\_CANB of the "Notice of Electronic Filing" which includes a hyperlink to the document from the "Document Number" field. The subject line for these e-mails includes the case number followed by the title of the filed document. Open the e-mail and click on the "Document Number" hyperlink to get a *free look* at the document. There will be a PACER fee if this hyperlink is accessed a second time or if the case number link is selected. In the following example, the registered participant would have to click on the field Document Number: ' 1095 to view the document at no charge. A fee would be incurred to view the document from the docket report if the Registered Participants clicks on the case number link " 01-29744.

Case Name:           The Carbide Group  
Case Number:       01-29744  
Document Number: 1095

#### **Notices Generated and Filed by the BNC:**

When court staff generate BNC Notices e.g., Notice of Commencement of Case, Discharge of Debtor, et cetera, the registered participants receive the Notice of Electronic Filing. However, there is no hyperlink to the actual notice from the Document Number. The *free look* for all

BNC notices is e-mailed to the Registered Participant approximately three days after the court generates the notice. In addition to this *free look* for BNC notices, registered participants will continue to receive paper copies of these notices, unless the registered participants enrolls in the Electronic Bankruptcy Noticing program (EBN). For more information on EBN, please visit the court's web site at [www.canb.uscourts.gov](http://www.canb.uscourts.gov).

**The PACER Service Center has provided the following recommendations in order to obtain the document *free look*:**

- Netscape 4.7x. or IE 5.5 is recommended.
- Make sure the e-mail program is operating under the Netscape browser. This setting should be found in the properties of your e-mail program.
- Make sure that Netscape is set to accept all cookies.
- If using Adobe Acrobat 5, go to Edit > Preferences > General > Options. Uncheck *Display PDF in Browser* and *Allow Fast Web View*.
- The free look e-mail **cannot** be forwarded to anyone else.
- The free look e-mail is only valid for 15 days.
- The free look may only be viewed once. Charges will be assessed for subsequent document access.
- The free look is only good for the main document on the entry. You will be charged to review any attachments to the entry.
- Users cannot decide which e-mail they wish to review.